

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter IV Queries and Reports
	Section 5 Reports - Claims Register

This procedure demonstrates the steps to create a Claims Register report.

- STEP 1 Select **Reports** from the main menu.
- STEP 2 The **Reports Events** screen will display. Click **Claims Register**.
- STEP 3 The **PACER Login** screen will display. The user must enter their PACER login and password. Click **Login**.
- STEP 4 The **Claims Register** information screen will display.

- ◆ **Case Number** - Enter the complete case number.
- ◆ **Creditor type/Creditor number** - This field defaults to blank, which means all creditors will be included in the report. Select and highlight a type from the drop down list to limit the report. Note: Creditor number field, leave blank.
- ◆ **Creditor name** - Enter the name or first letter (or series of letters) to limit the report. The field is not case sensitive.
- ◆ **Claim number** - Enter a range of claim numbers to limit the report.

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- ◆ **Filed/Entered** - The radio button for **Filed** is the default and it is recommended. Clicking on **Entered** will result in the report displaying the date each claim was filed.
- ◆ **Sort by** - This field defaults to **Claim Number** and **Filed Date**. Click on the drop down list to review additional sort options.



- ◆ Click on **Run Report** to generate the Claims Register or **Clear** to reset to system defaults.

STEP 5 The **Claims Register** screen will display.

Southern District of Florida Claims Register		
04-10969-RAM John Smith Judge Robert A Mark Debtor Name: SMITH,JOHN		
Claim No: 1	Creditor Name: BankOne 2 Linch Lane Miami, FL 33130	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N
Claim Date: 10/24/2004	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Unsecured	\$5300.00	
Total	\$5300.00	
Description:		
Remarks: ABC Collection Co.		

- ◆ The **Case Number/Name** is a hyperlink to the docket sheet, and the **Claim Number** is a hyperlink to the claim image.

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- ◆ The **Claims Register Summary** will display at the bottom of the claims register and will contain claim amounts and totals of the claims selected.

Claims Register Summary		
Case Name: John Smith		
Case Number: 2004-10969-RAM		
Chapter: 7		
Date Filed: 10/17/2004		
Total Number Of Claims: 1		
	Total Amount Claimed	Total Amount Allowed
Unsecured	\$5300.00	
Secured		
Priority		
Unknown		
Administrative		
Total	\$5300.00	

CRITICAL ISSUE - Although claim amounts will be listed on the claims register, the user must verify actual dollar amounts and totals by viewing the imaged proof of claim.

STEP 6 To print the **Claims Register**, click on the **Print** icon in the browser's toolbar.